Norwegian Bokmål Style Guide

Contents

What's New? 5

New Topics 5

Updated Topics 5

Introduction 6

About This Style Guide 6

Scope of This Document 6

Style Guide Conventions 6

Sample Text 6

Recommended Reference Material 8

Normative References 8

Informative References 8

Language Specific Conventions 9

Country/Region Standards 9

Characters 9

Date 12

Time 13

Numbers 15

Sorting 20

Geopolitical Concerns 25

Grammar, Syntax & Orthographic Conventions 25

Adjectives and Participles 25

Articles 28

Capitalization 30

Compounds 30

Gender 32

Genitive ... 32
Modifiers ... 33
Nouns ... 33
Prepositions ... 35
Pronouns ... 36
Punctuation ... 36
Singular & Plural ... 41
Split Infinitive ... 41
Subjunctive ... 42
Non-Breaking Spaces ... 42
Syntax ... 42
Verbs ... 42
Word Order ... 44
Style and Tone Considerations ... 45
Audience ... 45
Style - Consistency and Idiomaticity ... 45
Tone ... 45
Localization Guidelines ... 46
General Considerations ... 46
Abbreviations ... 46
Accessibility ... 46
Acronyms ... 46
Applications, Products, and Features ... 47
Frequent Errors ... 47
Glossaries ... 49
Fictitious Information ... 50
Recurring Patterns ... 50
Standardized Translations ... 50

Unlocalized Items 50
Using the Word Microsoft 52
Software Considerations 52
User Interface 52
Messages 54
Keys 58
Document Translation Considerations 64
Titles 64
Copyright 65

What's New?

Last Updated: May 2011

The entire Style Guide has been reworked and modifications have been made to all sections. Because of the new structure of this document, some sections of the previous Style Guide version had to be moved to different topics. One major change in this Style Guide is that the information from the Norwegian Bokmål Language Kit has been integrated into this Style Guide. Please find below a list of **New** and **Updated Topics**. Note that changes in these sections also apply to the corresponding sub-sections.

New Topics

The following topics were added:

- Language Specific Conventions (information transferred from previously existing Language Kit)
- Geopolitical Concerns
- Applications, Products, and Features
- Frequent Errors
- Glossaries
- Standardized Translations
- Unlocalized Items
- Using the Word Microsoft
- Software Considerations

Updated Topics

The following topics were updated:

- Introduction
- Recommended Reference Material
- Grammar, Syntax & Orthographic Conventions
- Style and Tone Considerations
- Abbreviations
- Acronyms
- Fictitious Information
- Document Translation Considerations

Introduction

This Style Guide went through major revision in February 2011 in order to remove outdated and unnecessary content.

About This Style Guide

The purpose of this Style Guide is to provide everybody involved in the localization of Norwegian Bokmål Microsoft products with Microsoft-specific linguistic guidelines and standard conventions that differ from or are more prescriptive than those found in language reference materials. These conventions have been adopted after considering context based on various needs, but above all, they are easy to follow and applicable for all types of software to be localized.

The Style Guide covers the areas of formatting and grammatical conventions. It also presents the reader with a general idea of the reasoning behind the conventions. The present Style Guide is a revision of our previous Style Guide version with the intention of making it more standardized, more structured, and easier to use as a reference.

The guidelines and conventions presented in this Style Guide are intended to help you localize Microsoft products and materials. We welcome your feedback, questions and concerns regarding the Style Guide. You can send us your feedback via the Microsoft Language Portal feedback page.

Scope of This Document

This Style Guide is intended for the localization professional working on Microsoft products. It is not intended to be a comprehensive coverage of all localization practices, but to highlight areas where Microsoft has preference or deviates from standard practices for Norwegian Bokmål localization.

Style Guide Conventions

In this document, a plus sign (+) before a translation example means that this is the recommended correct translation. A minus sign (-) is used for incorrect translation examples.

In Microsoft localization context, the word *term* is used in a slightly untraditional sense, meaning the same as e.g. a segment in Trados. The distinguishing feature of a term here is that it is translated as one unit; it may be a traditional term (as used in terminology), a phrase, a sentence, or a paragraph.

References to interface elements really only refer to translatable texts associated with those interface elements.

Example translations in this document are only intended to illustrate the point in question. They are not a source of approved terminology. Always check for approved translation in the Microsoft terminology database.

Sample Text

The following text is a sample of Norwegian Bokmål text and is not to be used for other reference. The contents is not up to date.

Microsoft Norge har mer enn 2 000 ulike partnere som spenner fra databutikken på hjørnet til ledende aktører i Norsk IT-næring. Rundt 400 av disse utvikler også egne programvareløsninger på vår teknologiske plattform. Samlet omsetter våre partnere årlig Microsoft-produkter for rundt 1,5 milliarder kroner i det norske markedet.
Microsoft Norges viktigste oppgave er å legge til rette for at våre partnere skal ha best mulig forutsetninger for å selge våre programvareprodukter og -løsninger. Vi tilbyr våre partnere seminarer og opplæring som skal gi våre felles kunder best mulig forutsetninger for å ta i bruk og hente ut gevinstene av å ta i bruk ny teknologi.
Våre partnere kjøper våre programvareprodukter direkte fra vår europeiske produksjonsfasilitet i Irland. Microsoft Norge får kommisjonsinntekter fra Microsoft International basert på det salg vi medvirker til å generere i Norge. Les mer om Microsoft Norges ledelse her:

Knut Morten Aasrud
Administrerende Direktør

Knut Morten Aasrud er administrerende direktør i Microsoft Norge. Han har vært ansatt i Microsoft siden januar 2005, da han kom fra stillingen som administrerende direktør i SAP Sverige. Tidligere har Knut ledet SAP i Norge, Provida og Siemens Nixdorf Information Systems' virksomhet i Vest-Europa. Knut er opptatt av hvordan vi i Norge kan øke konkurransekraften ved effektiv utnyttelse av teknologi, og ser teknologiske fremskritt som avgjørende for verdiskapningen.

Kontaktinformasjon for Microsoft Norge
Postadresse
Microsoft Norge AS
Postboks 43, Lilleaker
0216 Oslo
NORGE

Besøksadresse
Lilleakerveien 6, 0283 Oslo

Telefon: 22 02 25 00
Faks: 22 95 06 64
E-post: norge@microsoft.com

Kundeservice
Tlf: 22 02 25 00
Åpningstid: 08:30-17:00
Dette er nummeret for privatkunder og bedriftskunder som trenger hjelp med lisens- eller produktspørsmål. Hvis du har spørsmål, kan du sende en e-postmelding til norge@microsoft.com

Partnerservice
Tlf: 22 70 17 00
Åpningstid: 08:30-17:00
Dersom du har partnerrelaterte spørsmål eller trenger hjelp, kan du ringe oss i Partnerservice eller sende en e-postmelding til: npartner@microsoft.com

Teknisk support

Tlf: 22 02 25 50
Åpningstid: 08:30-17:00
Dette er nummeret for bedrifts- og privatkunder samt partnere som ønsker assistanse vedrørende tekniske spørsmål. Kunder som har kjøpt PC med forhåndsinstallert programvare, må kontakte sin PC-leverandør ved tekniske spørsmål.

Opprettet 24.01.2011 kl. 08:10

Source: Sample text taken from Norwegian Bokmål language kit on the Language Excellence Vendor Portal

Recommended Reference Material

Use the Norwegian Bokmål language and terminology as described and used in the following publications.

Normative References

These normative sources must be adhered to. Any deviation from them automatically fails a string in most cases. When more than one solution is allowed in these sources, look for the recommended one in other parts of the Style Guide.

1. Bokmålsordboka, Kunnskapsforlaget, Oslo 2005 (click here for web version)
2. Finn-Erik Vinje: Skriveregler, 9. utgave, bokmål, Aschehoug, 2009

Informative References

These sources are meant to provide supplementary information, background, comparison, etc.

1. Tanums store rettskrivningsordbok, Kunnskapsforlaget, Oslo 2005
2. Språkrådet

Language Specific Conventions

This part of the style guide contains information about standards specific to Norwegian Bokmål.

Country/Region Standards

Characters

<table>
<tr><th>Country/region</th><th>Norway</th></tr>
<tr><td>Lower-case characters</td><td>a, à, á, b, c, d, e, è, é, ê, f, g, h, i, j, k, l, m, n, o, ò, p, q, r, s, t, u, v, w, x, y, z, æ, ø, å</td></tr>
<tr><td>Upper-case characters</td><td>A, À, Á, B, C, D, E, È, É, Ê, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, Æ, Ø, Å</td></tr>
<tr><td>Characters in caseless scripts</td><td>n/a</td></tr>
<tr><td>Extended Latin characters</td><td>à, À, á, Á, è, È, é, É, ê, Ê, ò, æ, Æ, ø, Ø, å, Å</td></tr>
<tr><td>Note on alphabetical order</td><td>Alphabetical order is not necessarily indicative of sorting order.</td></tr>
<tr><td>Total number of characters</td><td>35</td></tr>
<tr><td>Unicode codes</td><td>
<table>
<tr><th>Alpha</th><th>Hex</th></tr>
<tr><td>a</td><td>0097</td></tr>
<tr><td>A</td><td>0065</td></tr>
<tr><td>à</td><td>00E0</td></tr>
<tr><td>À</td><td>00C0</td></tr>
<tr><td>b</td><td>0098</td></tr>
<tr><td>B</td><td>0066</td></tr>
<tr><td>c</td><td>0099</td></tr>
<tr><td>C</td><td>0067</td></tr>
<tr><td>d</td><td>0100</td></tr>
<tr><td>D</td><td>0068</td></tr>
</table>
</td></tr>
</table>

e	0101
E	0069
é	00E9
É	00C9
è	00E8
È	00C8
ê	00EA
Ê	00CA
f	0102
F	0070
g	0103
G	0071
h	0104
H	0072
i	0105
I	0073
j	0106
J	0074
k	0107
K	0075
l	0108
L	0076
m	0109
M	0077
n	0110

N	0078
o	0111
O	0079
p	0112
P	0080
q	0113
Q	0081
r	0114
R	0082
s	0115
S	0083
t	0116
T	0084
u	0117
U	0085
v	0118
V	0086
w	0119
W	0087
x	0120
X	0088
y	0121
Y	0089
z	0122
Z	0090

		æ	0230
		Æ	0198
		ø	0248
		Ø	0216
		å	0229
		Å	0197
Notes	The Norwegian alphabet does not contain à, À, á, Á, è, È, é, É, ê, Ê, ò, but the characters are used in the language. The Norwegian alphabet contains 29 letters.		

Date

Country/region	**Norway**
Calendar/Era	Gregorian
First Day of the Week	Monday
First Week of the Year	The week that contains the first 4 days of the new year
Separator	. (period)
Default Short Date Format	dd.MM.yyyy
Example	17.03.2011
Default Long Date Format	dd. MMM. yyyy
Example	17. mar. 2011
Additional Short Date Format 1	dd.MM.yy
Example	17.03.11
Additional Short Date Format 2	n/a
Example	n/a
Additional Long Date Format 1	n/a

Example	n/a
Additional Long Date Format 2	n/a
Example	n/a
Leading Zero in Day Field for Short Date Format	yes
Leading Zero in Month Field for Short Date Format	yes
No. of digits for year for Short Day Format	4
Leading Zero in Day Field for Long Date Format	yes
Leading Zero in Month Field for Long Date Format	n/a
Number of digits for year for Long Day Format	4
Date Format for Correspondence	dd.MM.yyyy
Example	17.03.2011
Notes	n/a
Abbreviations in Format Codes	**d** is for day, number of d's indicates the format (d = digits without leading zero, dd = digits with leading zero, ddd = the abbreviated day name, dddd = full day name) **M** is for month, number of M's gives number of digits. (M = digits without leading zero, MM = digits with leading zero, MMM = the abbreviated name, MMMM = full name) **y** is for year, number of y's gives number of digits (yy = two digits, yyyy = four digits)

Time

Country/region	Norway
24 hour format	yes
Standard time format	HH:mm:ss
Standard time format example	03:24:12
Time separator	colon (:)
Time separator examples	03:24:12
Hours leading zero	yes
Hours leading zero example	03:24:12
String for AM designator	n/a
String for PM designator	n/a
Notes	The time separator for fractions of seconds is a comma (,)

Days

Country/region: Norway

Day	Normal Form	Abbreviation
Monday	mandag	man
Tuesday	tirsdag	tir
Wednesday	onsdag	ons
Thursday	torsdag	tor
Friday	fredag	fre
Saturday	lørdag	lør
Sunday	søndag	søn

First Day of Week: Mandag

Is first letter capitalized?: No

Notes: Two-letter abbreviations (not commonly used): ma, ti, on, to, fr, lø, sø

Months

Country/region: Norway

Month	Full Form	Abbreviated Form	Long Date Form
January	januar	jan	Same as Full Form
February	februar	feb	Same as Full Form
March	mars	mar	Same as Full Form
April	april	apr	Same as Full Form
May	mai	mai	Same as Full Form
June	juni	jun	Same as Full Form
July	juli	jul	Same as Full Form
August	august	aug	Same as Full Form
September	september	sep	Same as Full Form
October	oktober	okt	Same as Full Form
November	november	nov	Same as Full Form
December	desember	des	Same as Full Form

Is first letter capitalized?: No

Notes: n/a

Numbers

Cardinal numbers should be expressed in digits when referring to titles, paragraphs, times and pages, and in cases when figures are used on screen.

Examples
kapittel 9 avsnitt 3

kl. 14:30 side 152 kolonne 30

Measurements, percentages, currency amounts and street numbers should always be expressed in digits.

Examples
3,5 tommer 60 % kr 6 000 Storgaten 8

Other rules:

- Numbers between zero and twelve: *letters*
- Whole tens and hundreds: *letters*
- Numbers higher than twelve: *digits*
- In combination with another part written in digits: *digits*

Examples
De *fire* dokumentene du arbeidet med sist, vises lengst nede på Fil-menyen. Kurset har plass til *seksti* deltakere. Et regneark er et rektangulært rutenett som består av 256 kolonner og 16 384 rader. Antall oppføringer kan variere mellom 2 og 99.

Phone Numbers

Country/ region	**International Dialing Code**	**Area Codes Used?**	**Number of Digits – Area Codes**	**Separator**	**Number of Digits – Domestic**	**Digit Groupings – Domestic**
Norway	47	no	n/a	space	8	## ## ## ##
Country/ region	**Number of Digits – Local**	**Digit Groupings – Local**	**Number of Digits – Mobile**	**Digit Groupings – Mobile**	**Number of Digits – International**	**Digit Groupings – International**
Norway	8	## ## ## ##	8	### ## ###	10	+47 ## ## ## ##

Notes: n/a

Addresses

Country/region: Norway

Disclaimer: Please note that the information in this entry should under no circumstances be used in examples as fictitious information.

Address Format:
1. [Title/Honorific] FirstName [MiddleName] LastName
2. [CompanyName]
3. Address1
4. [Address2]
5. [CountryCode-]PostalCode Town/City
6. [Country]

Example Address:
Bente Blom
Engen Blomster
Hjemveien 26
6700 STORBY

Local Postal Code Format: ####

Notes:

- Items in brackets are optional or seldom used.
- Address is always left aligned (also excluding optional items).
- Country code is attached to the postal code when sending mail from abroad (e.g. NO-6700 STORBY)
- Capital letters for Town/City
- First and second lines — Title etc. line and CompanyName line — can appear in reverse order too, i.e. Company name on first line and Title etc. on second
- "State/province" do not exists as such and are not used in addresses

Currency

Country/region	Norway
Currency Name	krone
Currency Symbol	kr
Currency Symbol Position	There is no specific currency symbol. Instead Norwegian Bokmål uses the letters kr (for kroner), followed by a space and the numeral.
Positive Currency Format	kr 123,45

Negative Sign Symbol	For negative values, the minus sign (which is an ordinary hyphen and NOT the en dash –) is used. Note, there is a space between kr and the hyphen.
Negative Currency Format	kr -123,45
Decimal Symbol	, (comma)
Number of Digits after Decimal	2
Digit Grouping Symbol	non-breaking space
Number of Digits in Digit Grouping	3
Positive Currency Example	kr 123 456 789,00
Negative Currency Example	kr -123 456 789,00
ISO Currency Code	NOK
Currency Subunit Name	øre
Currency Subunit Symbol	n/a
Currency Subunit Example	n/a

Digit Groups

Country/region: Norway

Decimal Separator: ,

Decimal Separator Description: comma

Decimal Separator Example: kr 123,45

Thousand Separator: space

Thousand Separator Description: non-breaking space

Thousand Separator Example: kr 12 000

Notes: A normal thousand separator is not used in numbers like postal codes, social security numbers, telephone numbers etc.

Measurement Units

Metric System Commonly Used?: Yes

Temperature: Celsius

Category	English	Translation	Abbreviation
Linear Measure	Kilometer	kilometer	km
	Meter	meter	m
	Decimeter	desimeter	dm
	Centimeter	centimeter	cm
	Millimeter	millimeter	mm
Capacity	Hectoliter	hektoliter	hl
	Liter	Liter	l
	Deciliter	desiliter	dl
	Centiliter	centiliter	cl
	Milliliter	milliliter	ml
Mass	Ton	tonn	t
	Kilogram	kilogram	kg
	Pound	pund	lb
	Gram	gram	g
	Decigram	desigram	dg
	Centigram	centigram	cg
	Milligram	milligram	mg
English Units of Measurement	Inch	tomme	n/a
	Feet	fot	n/a
	Mile	engelsk mil	n/a
	Gallon	n/a	n/a

Notes: If the unit of measurement is preceded by a number, there should be a (non-breaking) space between the number and the unit of measurement.

Examples: 35 mm, 8 MB, 5 000 kB

Percentages

Norwegian Bokmål uses a (non-breaking) space between a number and the percentage symbol.

Example: 35 %

Sorting

<table>
<tr><td>Sorting rules</td><td>1. Capital letters and lowercase letters are equal. No distinction is made between them.
2. The extended characters Æ, æ, Ø, ø, Å and å are not the equivalents of a or o but treated as separate letters of the alphabet. They are in fact the last three letters of the Norwegian alphabet.
3. The Characters Ä, ä, Ö, ö and Ü, ü (not used in Norwegian Bokmål, but may come up in German or Swedish examples or words imported from these languages) are sorted as variants of Æ, æ (Ä, ä), Ø, ø (Ö, ö) and Y, y (Ü, ü).
4. Other accented characters are equal with non-accented characters; so é and e are equal.
5. Non-alphabetical characters (i.e. symbols like @ ! #) sort before the letters of the alphabet.
6. Digits sort after the non-alphabetical characters and before the letters of the alphabet.
7. Double a (aa, Aa, AA, aA) sorts as å (å/Å).</td></tr>
<tr><td>Character sorting order</td><td>a, b, c, d, e, f, g, h, i, j, k, l, m, n, o, p, q, r, s, t, u, v, w, x, y, z, æ, ø, å
<table><tr><th>Alpha</th><th>Dec</th></tr><tr><td>a</td><td>97</td></tr><tr><td>A</td><td>65</td></tr><tr><td>à</td><td>224</td></tr><tr><td>À</td><td>192</td></tr><tr><td>b</td><td>98</td></tr><tr><td>B</td><td>66</td></tr><tr><td>c</td><td>99</td></tr><tr><td>C</td><td>67</td></tr><tr><td>d</td><td>100</td></tr></table></td></tr>
</table>

D	68
e	101
E	69
é	233
É	201
è	232
È	200
ê	234
Ê	202
f	102
F	70
g	103
G	71
h	104
H	72
i	105
I	73
j	106
J	74
k	107
K	75
l	108
L	76
m	109
M	77

n	110
N	78
o	111
O	79
p	112
P	80
q	113
Q	81
r	114
R	82
s	115
S	83
t	116
T	84
u	117
U	85
v	118
V	86
w	119
W	87
x	120
X	88
y	121
Y	89
z	122

		Z	90
		æ	145
		Æ	146
		ø	155
		Ø	157
		å	134
		Å	143
Examples of sorted words	@ 1 Aaron aksje à la alltid andere ändere chemin coté côte côté čučēt eller hiša hver irdisch lama lire lõug lòza lukte lut lävi Löwen luč Lübeck lydig lykke lyve màšta Männer		

	mîr möchten myndig over pint piña pylon savoir sämtlich São Paulo service Sietla skjul subtil symbol ślub šàran Šerbūra tre tsjekkisk väga verkehrt vaffel vox xylofon yen yuan yucca zoo Zürich Zviedrija zysk zzlj zzlz zznj zznz žal žena Ženēva ærend Örebro øverst årlig Aashild

	åtti

Geopolitical Concerns

Part of the cultural adaptation of the US-product to a specific market is the resolving of geopolitical issues. While the US-product should have been designed and developed with neutrality and a global audience in mind, the localized product should respond to the particular situation that applies within the target country/region.

Sensitive issues or issues that might potentially be offensive to the users in the target country/region may occur in any of the following:

- Maps
- Flags
- Country/region, city and language names
- Art and graphics
- Cultural content, such as encyclopedia content and other text where historical or political references may occur

Some of these issues are relatively easy to verify and resolve: the objective should be for the localizer to always have the most current information available. Maps and other graphic representations of countries/regions and regions should be checked for accuracy and existing political restrictions. Country/region, city and language names change on a regular basis and need to be checked, even if previously approved.

A thorough understanding of the culture of the target market is required for checking the appropriateness of cultural content, clip art and other visual representations of religious symbols, body and hand gestures.

Grammar, Syntax & Orthographic Conventions

This section includes information on how to apply the general rules of the Norwegian Bokmål language to Microsoft products and documentation.

Adjectives and Participles

Participles are the adjectival forms of the verb. The present participle (*gjørende*) is rarely used in Norwegian Bokmål. The following rules apply to the past participle (*gjort*), frequently used as a noun-modifier.

Preceding participles are inflected for number, but not in gender:

Indefinite	Definite
et utløpt passord en sendt melding	det utløpte passordet den sendte meldingen
utløpte passord sendte meldinger	de utløpte passordene de sendte meldingene

According to Bokmålsordboka, some participles ending in *-et* can have an optional *-en* or *-et* ending in the masculine and feminine singular, but we use *-et* where possible:

Indefinite	Definite
en utskåren rose et utskåret fat utskårne roser/fat	den utskårne rosen det utskårne fatet de utskårne rosene/fatene

For participles ending in –et, use -ede in the definite form and plural:

Indefinite	Definite
et koblet dokument en skadet fil	det koblede dokumentet den skadede filen
koblede dokumenter skadede filer	de koblede dokumentene de skadede filene

Participles in a predicative position (after a dependent verb) are not inflected for number. Use the indefinite singular form. Adjectives in this position do need to be inflected.

Participles (no inflection)	Adjectives (inflection)
De var interessert/begeistret/nedtrykt. Meldingene er sendt.	De to tallene er tilfeldige. Opplysningene er korrekte. Filene er tilgjengelige for nedlasting.

Note that participles in the predicative position are not inflected even when they occur in combination with adjectives:

Use	Do not use
(+) Filene er tomme og skrivebeskyttet.	(-) Filene er tomme og skrivebeskyttede.

Adjectives are also inflected for number in regular prepositional phrases:

Examples
De var oppmerksomme på ... De var glade i ...

A sentence is often more fluent in Norwegian Bokmål if you use a relative clause rather than a preceding participle:

English	Translation	Do not use
Attach certificates with newly added signatures.	(+) Legg ved sertifikater med signaturer som nylig er lagt til.	(-) Legg ved sertifikater med nylig tillagte signaturer.

Possessive adjectives

The frequent use of possessives (*eiendomspronomen*) is a feature of English language. This is not as common in Norwegian Bokmål. "Din", "ditt", "dine" should be omitted from Microsoft products unless needed for clarification. If included, the possessive is placed *after* the word it modifies to avoid a formal style unappropriate in IT language.

English	Translation	Do not use	Comment
Open your document from your personal folder	(+) Åpne dokumentet fra den personlige mappen din	(-) Åpne ditt dokument fra din personlige mappe	First possessive to be omitted. Second possessive included for clarification.
Contact your system administrator	(+) Kontakt systemansvarlig	(-) Kontakt din systemansvarlige	Possessive to be omitted.
your favorite tools	(+) favorittverktøyene dine	(-) dine favorittverktøy	Possessive included for clarification. Should be placed *after* the word it modifies.

Articles

General considerations

The indefinite article is often omitted in Norwegian Bokmål. Plural is often used instead.

English	Translation	Do not use
You have to be logged on as an Administrator	(+) Du må være logget på som administrator	(-) Du må være logget på som en administrator
Formatting a document	(+) Formatere dokumenter	(-) Formatere et dokument
If you have a problem ...	(+) Hvis du har problemer ...	(-) Hvis du har et problem ...

Unlocalized Feature Names

Microsoft product names and non-translated feature names are used without definite or indefinite articles in the English language. The same applies to Norwegian Bokmål.

Example: Internet Explorer

Localized Feature Names

This section does not apply to Norwegian Bokmål.

Articles for English Borrowed Terms

When faced with an English loan word previously used in Microsoft products, consider the following options:

- Motivation: Does the English word have any formally motivated features that would allow a straightforward integration into the noun class system of Norwegian Bokmål language?
- Analogy: Is there an equivalent Norwegian Bokmål term whose article could be used?
- Frequency: Is the term used in other technical documentation? If so, what article is used most often?

The internet may be a helpful reference here.

Examples of loan words and inflection:

Indefinite singular	Definite singular	Indefinite plural	Definite plural
en server	serveren	servere	serverne
en chat	chatten	chatter	chattene
en SKU	SKUen	SKUene	SKUene

Capitalization

The English language tends to overuse capitals. This practice should not be followed in Norwegian Bokmål.

Compounds

Generally, compounds should be understandable and clear to the user. Overly long or complex compounds should be avoided. Keep in mind that unintuitive compounds are ultimately an intelligibility and usability issue.

Use a connective *-e* where possible:

Use	Do not use
(+) museknapp	(-) musknapp
(+) hjelpeemne	(-) hjelpemne, Hjelp-emne
(+) tastekombinasjon	(-) tastkombinasjon

In combinations with digits preceding a genitive, use a hyphen between the digit and the genitive and a space between the genitive and the following part. Note that the grammatical number is defined by the cardinal number.

Use	Do not use
(+) 10-punkts skrift	(-) 10 punkts skrift
(+) 32-biters versjon	(-) 32-bitersversjon
(+) 9-pinners kontakt	(-) 9-pinnes kontakt
(+) 1-persons datamaskin	(-) 1-personers datamaskin

Gender

This section does not apply to Norwegian Bokmål.

Genitive

Paraphrasing, often with prepositions, is recommended whenever possible. The "*s" genitive* can be used and is particularly useful in the case of length restrictions. The "*sin" genitive* should be avoided as it results in the lack of fluency.

English	Use	Possible	Do not use
You deleted the file's folder	(+) Du slettet mappen som filen lå i	Du slettet filens mappe	(-) Du slettet filen sin mappe
Check your document's changes	(+) Kontroller endringene i dokumentet	Kontroller dokumentets endringer	(-) Kontroller dokumentet sine endringer
the product's web site	(+) webområdet for produktet	produktets webområdet	(-) produktet sitt webområdet
the document's recovery	(+) gjenopprettingen av dokumentet	dokumentgjenopprettingen	(-) dokumentets gjenoppretting / dokumentet sin gjenoppretting

Examples of the use of genitive in combination with numbers. See also *Compounds*.

Use	Do not use
(+) 10-punkts skrift	(-) 10 punkts skrift
(+) 32-biters versjon	(-) 32-bitersversjon
(+) 9-pinners kontakt	(-) 9-pinnes kontakt
(+) 1-persons datamaskin	(-) 1-personers datamaskin

Modifiers

This section does not apply to Norwegian Bokmål.

Nouns

Inflection

Without exception, we use the two-gender system, which means that all feminine words are treated and inflected like masculine words.

Indefinite	Definite
en håndbok	håndboken
en mus	musen
en jente	jenten

Neuter words ending in *-er*, *-el* or *-en*: In the definite singular form, when optional, use contracted forms for words consisting of three or more syllables. Do not use contracted forms for shorter words.

Indefinite	Definite
et filter	filteret
et eksempel	eksemplet
et kapittel	kapitlet

For neuter words that can have a zero or marked ending in the indefinite plural, use a marked plural ending for words consisting of more than one syllable only:

Singular	**Plural**
et felt	flere felt
et punkt	flere punkt
et alternativ	flere alternativer
et program	flere programmer

Note: *Et verktøy – flere verktøy*

Words ending in *-er* and *-el* are contracted in the indefinite plural where this is optional:

Singular	**Plural**
et eksempel	flere eksempler
et lager	flere lagre
et nummer	flere numre

Inflection of neuter words ending in *-um* and *-ium*:

Indefinite singular	**Definite singular**	**Indefinite plural**	**Definite plural**
et kvantum	kvantumet	kvanta	kvantaene
et kriterium	kriteriet	kriterier	kriteriene

When a word can have an optional *-ere* or *-re* ending in the indefinite plural, use *-ere*:

Indefinite singular	**Definite singular**	**Indefinite plural**	**Definite plural**
en kalender	kalenderen	kalendere	kalenderne
en parameter	parameteren	parametere	parameterne

Prepositions

Pay attention to the correct use of the preposition in translations. Note in particular that “på” is not to be used after “klikke” and “trykke”.

Term	Example phrase and preposition
bruke	noe til noe (means)
bruke	noe for å gjøre noe (purpose)
farge	på noe
feil	i linje 13
innholdet	i filen i dokumentet på utklippstavlen
installere	på harddisken på nettverket fra CD-ROMen
klikke	en knapp (without preposition) museknappen (without preposition) i et vindu i et felt i rullefeltet noe på lysbildet noe på verktøylinjen
komponent	i listen
lagre	i en mappe på en harddisk
legge til	noe i listen
liste	over brukere
skrive	i et dokument i et felt på figuren

stå/være	på menyen
trykke	en tast (without preposition) F1 (without preposition)
utseende	på noe
velge	på menyen fra listen

Pronouns

See *Possessive adjectives*.

Punctuation

General punctuation rules should be followed. Please refer to Vinje's *Skriveregler*.

Comma

When a comma is optional, we usually include it. This applies to short, conjunctive main clauses, particularly imperative clauses:

Merk et emne, og klikk Vis.

Colon

Use a colon before examples and instructions for clarification.

Example
I dette kapitlet beskrives hvordan du kan gjøre følgende:
- Kontrollere stavemåte
- Bruke synonymordboken

Try to make the sentence following a colon into an independent clause and follow the rule about using a capital letter after a colon.

Semicolon

Semicolons are often seen in American English, but are rarely used in Norwegian Bokmål. Use a period or a comma instead.

English	**Translation**
This could be a complete sentence; this could be another one.	Dette kan være en fullstendig setning. Det kan dette også være.
Twelve workers started the project; only five remain.	Tolv stykker begynte på prosjektet, men nå er det bare fem igjen.

Dashes and Hyphens

Three different dash characters are used in English:

Hyphen

The hyphen is used to divide words between syllables, to link parts of a compound word, and to connect the parts of an inverted or imperative verb form. In Norwegian Bokmål the hyphen is used in confusing compounds and in combination with abbreviations, digits, symbols, loan words, etc.

Examples
Vis-menyen produkt-ID 386-utvidet modus proxy-server alt-i-ett-pakke

Use a hyphen in number ranges, without surrounding spaces:

Example
side 114-120

Use a hyphen when a combined construction consists of one implicit part. The hyphen is used to indicate the implicit part. The full and the contracted part have to be of the same type.

Use	**Do not use**
(+) grunnversjon og avansert versjon	(-) grunn- og avansert versjon
(+) maskin- og programvare	(-) maskin og programvare
(+) papirretning og -størrelse	(-) papirretning og størrelse

Use a hyphen in combinations of digits, acronyms and proper nouns:

Example
16-pinners kontakt 12-punkts skrift OLE-kobling Microsoft-program

Word-fil

The regular hyphen is also used as a minus symbol (-):

Example
-12 kr Bruttoinntekt - Kostnader = Nettoinntekt

Remember to use a non-breaking space whenever necessary to avoid unfortunate line breaks.

En Dash

In English, the en dash (ANSI 0150) is used as a minus sign, usually with spaces before and after. The en dash is also used in number ranges, such as those specifying page numbers. No spaces are used around the en dash in this case. Note that Norwegian Bokmål uses a hyphen in these two cases.

En dashes (tankestreker) can be used instead of parentheses or instead of commas around appositional phrases. It should always be surrounded by spaces. Do not exaggerate the use of en dashes. Commas are often better.

Em Dash

The em dash (ANSI 0151) is used in English, but never in Norwegian Bokmål.

Ellipses (Suspension Points)

Ellipses are often used following software commands in the user interface. Do not insert a space before an ellipsis.

Example
Lagre som...

Suspension points are used to indicate an incomplete statement or the omission of a word or words from a written text. These are to be preceded by a space.

Example
Lagre filen i denne mappen hvis du vil ...

Period

This section does not apply to Norwegian Bokmål.

Quotation Marks

Quotation marks are not as common in Norwegian Bokmål as they are in English. They can be used when referring to error messages or similar, but not in the following cases:

Quotation marks are not to be used when referring to software references, or to chapters or sections in Norwegian Bokmål user assistance material.

English	Translation
Please see "Deleting files".	Se Slette filer.
Click "Table" on the "Insert" tab.	Klikk Tabell på kategorien Sett inn.

Parentheses

In English and Norwegian Bokmål, there is no space between the parentheses and the text inside them. Parentheses can be used to clarify examples or explaining acronyms.

Example
I stedet for å skrive filtypen, kan du bruke stjerne (*). SDK (Software Development Kit)

Singular & Plural

This section does not apply to Norwegian Bokmål.

Split Infinitive

Do not separate the infinitive marker from the verb in the following example.

Use	Do not use
(+) Du har valgt ikke å registrere programmet.	(-) Du har valgt å ikke registrere programmet.

The abovementioned rule is not to be followed if there is a risk of ambiguity. This may arise in certain past tense constructions.

English	Use	Do not use
You chose not to restore the original versions of the files.	(+) Du valgte å ikke gjenopprette originalversjonene av filene.	(-) Du valgte ikke å gjenopprette originalversjonene av filene.

Subjunctive

This section does not apply to Norwegian Bokmål.

Non-Breaking Spaces

To avoid unfortunate line breaks, use a non-breaking space (CTRL+SKIFT+MELLOMROM) between a number and the measuring unit, as a thousand separators, in phone numbers, between product name and version number, etc.

Examples
6 MB kr 1 350 000 tlf. 22 02 25 00 Microsoft Office Word 2007

Syntax

This section does not apply to Norwegian Bokmål.

Verbs

The following conjugation patterns are used:

Infinitive	**Present**	**Past**	**Perfect**
bygge	bygger	bygde	bygd
skade	skader	skadet	skadet
lage	lager	laget	laget
telle	teller	telte	telt
øke	øker	økte	økt
kreve	krever	krevde	krevd

Conjugation of some frequently used verbs:

Infinitive	Present	Past	Perfect
be	ber	bad	bedt
gi	gir	gav	gitt
stå	står	stod	stått
trykke	trykker	trykte	trykt

When using *s* verbs (passive voice) in the present tense, monosyllabic words take the short form and multisyllabic words take the long form, with a few exceptions.

Present tense
gis
tas
trengs
finnes
skrives
synes
sies
ses (ikke *sees*)

Continuous operations are usually expressed in English with a gerund. This can also be used in Norwegian Bokmål, but is often turned into a regular verb form.

English	Translation
Editing images	Redigere bilder
... when saving your document	... ved lagring av dokumentet / ... når du lagrer dokumentet

Norwegian Bokmål *-ing* verbs are used to refer to an action, whereas *-ning* and *-sjon* are nominal forms generally used to refer to the result of an action.

Exception: We always use *installasjon*, never *installering*, even when referring to the action.

English	Translation
publication	publisering (action) / publikasjon (result)

during the program installation	ved installasjon av programmet

Word Order

This section does not apply to Norwegian Bokmål.

Style and Tone Considerations

This section focuses on higher-level considerations for audience, style, tone, and voice.

Audience

A product may be targeted at individual consumers, businesses, or internet audiences. When localizing a product, please always keep in mind the target user audience and address the intended user with the appropriate tone and level of grammar and formality, as well as reading level (e.g. technical register for IT professionals, children's register for children).

Style - Consistency and Idiomaticity

The language in Microsoft products should have the "Look and Feel" of a product originally written in Norwegian, using idiomatic syntax and terminology, while at the same time maintaining a high level of terminological consistency, so as to guarantee the maximum user experience and usability for our customers.

With regard to consistency and idiomaticity, the following general guideline should be followed:

Consistency must not be maintained at all costs and at the expense of idiomaticity, and vice versa.

The line between those two pillars is a thin one; therefore, this topic was designed to help find a balanced approach.

Tone

The way you say something can strongly affect the person you are talking to. In fact, it's not always what you say, but how you say it that determines the response you get from your audience. This is why using the appropriate tone and voice is critical to the success of any Microsoft product.

Please always keep in mind the target user audience and address the intended user with the appropriate tone and level of grammar and formality, as well as reading level (e.g. technical register for IT professionals, children's register for children).

Localization Guidelines

This section contains guidelines for localization into Norwegian Bokmål.

General Considerations

Abbreviations

Common Abbreviations

Avoid using abbreviations unless absolutely necessary due to lack of space. Abbreviations are normally not used in running text, so you should spell out phrases like *for eksempel* and *og så videre*.

Use conventional abbreviations when possible, and abbreviate using periods, except for “kr” (kroner) and measuring units (“km”). Try to abbreviate words after a consonant or a cluster of consonants (“eks.”, “subst.”).

For a list of common abbreviations, see Vinje’s *Skriveregler*.

Accessibility

This section does not apply to Norwegian Bokmål.

Acronyms

Acronyms are words made up of the initial letters of major parts of a compound term. Some well-known examples are WYSIWYG (What You See Is What You Get), OLE (Object Linking and Embedding), or RAM (Random Access Memory). Most acronyms are non-translatable.

Localized Acronyms

When acronyms are localized, the gender is usually masculine. They also tend to get the same gender as the last or main word in the acronym, but there is no specific rule for this.

Unlocalized Acronyms

Acronyms that remain in English should be explained in parentheses the first time they occur, or you can use the full term with the acronym in parentheses. Then you can use the acronym alone throughout the rest of the text.

> Example: En programinformasjonsfil (PIF) inneholder informasjon om hvordan et program utnytter skjermen, minnet og andre ressurser. PIFen er lagret ...

Write the description in English unless a translation gives the same acronym.

Examples: PIF (programinformasjonsfil), RAM (Random Access Memory)

If a Norwegian Bokmål term exists, you can write this term followed by the acronym and then an English description in parentheses if necessary.

Example: lokalnett (LAN – Local Area Network)

Applications, Products, and Features

Application/product names are often trademarked or may be trademarked in the future and are therefore rarely translated. Occasionally, feature names are trademarked, too (e.g. IntelliSense™). Before translating any application, product, or feature name, please verify that it is in fact translatable and not protected in any way.

Frequent Errors

English	Use	Do not use
web page	(+) webside	(-) web-side (-) Webside (-) Web-side (-) nettside
web site	(+) webområde	(-) webside (-) Web-område (-) nettområde (-) nettsted
click OK	(+) klikk OK	(-) klikk på OK
press F1	(+) trykk F1	(-) trykk på F1
installation of	(+) installasjon av	(-) installering av
points	(+) punkt	(-) punkter
the PC	(+) PCen	(-) PC-en
IBM’s	(+) IBMs	(-) IBM-s (-) IBM’s
To save, click Ctrl+S	(+) Klikk CTRL+S for å lagre	(-) For å lagre, klikk CTRL+S
the Formatting toolbar	(+) formateringsverktøylinjen	(-) Formatering-verktøylinjen

		(-) verktøylinjen Formatering
application	(+) program	(-) applikasjon
if	(+) hvis	(-) dersom
only	(+) bare	(-) kun
try again	(+) prøv på nytt	(-) prøv igjen
your PC	(+) PCen	(-) PCen din
32 bit version	(+) 32-biters versjon	(-) 32-bits versjon (-) 32 biters versjon (-) 32-bitersversjon
connect	(+) koble til	(-) tilkoble
Close button	(+) Lukk-knappen	(-) knappen Lukk
Close Window button	(+) Lukk vindu-knappen	(-) knappen Lukk vindu
Close This Window button	(+) knappen Lukk dette vinduet	(-) Lukk dette vinduet-knappen
the XXX dialog	(+) dialogboksen XXX	(-) XXX-dialogboksen
the XXX tab	(+) kategorien XXX	(-) XXX-kategorien
Note! Tip! Warning!	(+) Obs! Xxx ... (+) Tips! Xxx ... (+) Advarsel! Xxx ... *(These should always be followed by a double space)*	(-) Obs: Xxx ... (-) Tips! Xxx ... (-) Advarsel! Xxx ...
See www.microsoft.com.	(+) Se http://www.microsoft.com/	(-) Se www.microsoft.com.
separated	(+) atskilt	(-) adskilt
user manual	(+) brukerhåndbok	(-) brukermanual
e-mail *(the system)*	(+) e-post	(-) E-post (-) e-mail (-) mail (-) post
e-mail *(message)*	(+) e-postmelding	(-) e-post

forward *(as opposed to "back")*	(+) frem	(-) fram
instead (of)	(+) i stedet (for)	(-) isteden(for)
too	(+) også	(-) òg
at a time	(+) om gangen	(-) av gangen
up to	(+) opptil	(-) inntil (-) opp til
kB *(kilobyte)*	(+) kB	(-) KB (-) Kb
still	(+) likevel	(-) allikevel
measurement unit	(+) målenhet	(-) måleenhet
required	(+) påkrevd	(-) påkrevet
again *(in particular in error messages)*	(+) på nytt	(-) igjen

Certain verbs require a preposition in Norwegian Bokmål. This should be included *after* the verb:

English	**Use**	**Do not use**
connect	(+) koble til	(-) tilkoble
disconnect	(+) koble fra	(-) frakoble
load	(+) laste inn	(-) laste
overwrite	(+) skrive over	(-) overskrive
type	(+) skrive inn	(-) skrive (-) taste

Glossaries

Use Language Portal (http://www.microsoft.com/Language/en-US/Default.aspx) for terminology searches and keep translations consistent with existing material.

Use Bokmålsordboka for generic terminology searches and grammar:

Bokmålsordboka, Universitetsforlaget, Oslo 1993 (click here for web search)

Fictitious Information

Fictitious content is legally sensitive material and as such cannot be handled as a pure terminology or localization issue. Below is some basic information and contact points when dealing with fictitious content:

Vendors and Localizers are not allowed to create their own fictitious names.

Please contact your product team representative for further information on how to deal with fictitious companies, names, addresses, email addresses, phone numbers, etc. in your product. For technical products, you may also check with the product team representative whether localized fictitious content is required or not (e.g. Visual Studio).

Recurring Patterns

This section does not apply to Norwegian Bokmål.

Standardized Translations

There are a number of standardized translations mentioned in all sections of this Style Guide. In order to find them more easily, the most relevant topics and sections are compiled here for you reference.

Country/Region Standards: currency, numbers, dates, etc.
Prepositions: use of prepositions
Abbreviations: list of common abbreviations
Messages: list of standard messages
Frequent Errors: list of frequent errors

Unlocalized Items

Trademarked names and the name Microsoft Corporation should not be localized. A list of Microsoft trademarks is available for your reference at the following location: http://www.microsoft.com/trademarks/t-mark/names.htm.

The following is a list of UI words that are written the same way in the target language as in English.

Word
Agent
Album
Alias
CD-ROM

Data
Database
Datatype
Digital ID
Driver
DVD
Gateway
Logging
Logo
Modem
OK
Parameter
Problem
Program
Proxy
Send
Server
Side
Standard
Start
Status
Stereo
Sum
Symbol

Tips
Total
Video
Web
Zoom

Using the Word Microsoft

In English, it is prohibited to use MS as an abbreviation for Microsoft. The same rule applies to Norwegian Bokmål.

Software Considerations

This section refers to all menus, menu items, commands, buttons, check boxes, etc., which should be consistently translated in the localized product.

Refer to http://msdn.microsoft.com/library/aa511258.aspx for a detailed explanation of the Windows user interface guidelines (English).

User Interface

The following are some standard translations for basic UI elements and menus. When in doubt, always check the context to ensure the correct translation.

English	Norwegian Bokmål	Comments
<ProgramName> Options	Alternativer for <ProgramName>	
All	Alt, Alle, All	Context dependent
Cancel	Avbryt	
Change	Endre	
Clear	Fjern, Tøm	Context dependent
Create	Opprett, Lag	Context dependent
Delete	Slett	
Design	Utforming	

Directory	Katalog, Folder	Context dependent
Display	Vis, Visning, Skjerm	Context dependent
Done	Fullført	
Edit	Rediger	
Exit	Avslutt	
File	Fil	
Folder	Mappe	
Formatting toolbar	formateringsverktøylinjen	Toolbars are referred to generically in Norwegian Bokmål
Insert	Sett inn	
Layout	Oppsett	
New	Ny, Nytt, Nye	Context dependent
OK	OK	
Open	Åpne, Åpen, Åpent	Context dependent
Print	Skriv ut	
Print Preview	Forhåndsvisning	
Properties	Egenskaper	
Remove	Fjern	
Save	Lagre	
Select	Velg, Merk	Context dependent
Settings	Innstillinger	
Setup	Installasjon, Konfigurering	Context dependent
Standard toolbar	standardverktøylinjen	Toolbars are referred to generically in Norwegian Bokmål
Start button	startknappen, Start	Do not use “Start-knappen”

Start menu	Start-menyen	
Tools	Verktøy	
View	Vis, Visning	Context and Office version dependent

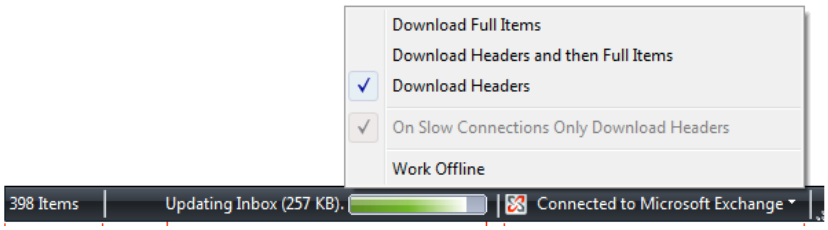
Messages

Messages need to be clear and concise and convey the same meaning as the source text.

Status Messages

What is a Status Bar Message?

A status bar message is an informational message about the active document or a selected command as well as about any active or selected interface item. Messages are shown in the status bar at the bottom of the window when the user has chosen a menu, a command or any other item, or has started a function. The status bar messages refer to actions being performed or already complete (for example in Outlook below).



Norwegian Bokmål Style in Status bar Messages

In English, the status bar messages have different forms dependent on the information they must convey. In *Norwegian Bokmål*, menu and commands status bar messages should follow the format below.

Name	Norwegian Bokmål Name	Category	English Status Bar message	Norwegian Bokmål Status Bar message
Edit	Rediger	menu	Contains editing commands	Inneholder kommandoer for redigering
Copy to Folder...	Kopier til mappe...	menu	Copies the selected items to another location	Kopierer valgte elementer til en annen plassering

New	Ny	command	Creates a new document	Oppretter et nytt dokument
			Make object visible?	Skal objektet være synlig?
			Word is converting the document. Press Esc to stop.	Dokumentet konverteres. Trykk ESC for å avbryte.
			Datasheet View	Dataarkvisning
			Done	Fullført

The importance of standardization

In the US product you can often find messages that are phrased differently even though they have the same meaning. Try to avoid this in the localized Norwegian Bokmål version. Use one standard translation as in the examples below:

English term	**Correct Norwegian Bokmål translation**
Press F1 to get Help	Trykk F1 hvis du vil ha hjelp
If you want Help press F1	
To get Help press F1	
Not enough memory	Ikke nok minne
Insufficient memory	
There is not enough memory	
Save changes to %1?	Vil du lagre endringer i %1?
Do you want to save changes to %1?	

Error Messages

What Is An Error Message?

Here is an example:

Fil i bruk
Kan ikke fullføre handlingen fordi filen er åpen i Microsoft Office Word.
Lukk filen og prøv på nytt.
test.rtf
Type: Rich Text Format
Størrelse: 31,4 kB
Dato endret: 17.12.2010 11:35
Prøv på nytt
Avbryt

Error messages are messages sent by the system or a program, informing the user that there is an error that must be corrected in order for the program to keep running. For example, the messages can prompt the user to take an action or inform the user of an error that requires rebooting the computer.

Norwegian Bokmål Style in Error Messages

It is important to use consistent terminology and language style in the localized error messages, and not just translate as they appear in the US product.

Standard Phrases in Error Messages

When translating standard phrases, standardize. Note that sometimes the US uses different forms to express the same thing.

English	Translation	Comment
Cannot … Could not … Failed to …	Kan ikke ...	Use the present tense in Norwegian Bokmål
Cannot find … Could not find … Unable to find …	Finner ikke ...	Use the present tense in Norwegian Bokmål

Unable to locate …		
<ProgramName> cannot open ...	Kan ikke åpne ...	Omit the program name from the Norwegian Bokmål version to avoid personalization
Not enough memory Insufficient memory There is not enough memory There is not enough memory available	Ikke nok minne	

Error Messages Containing Placeholders

When localizing error messages containing placeholders, try to find out what will replace the placeholder. This is necessary for the sentence to be grammatically correct when the placeholder is replaced with a word or phrase. Norwegian Bokmål often requires a different word order than English. Note that the letters used in placeholders convey a specific meaning, see examples below:

%d, %ld, %u, and %lu means <number>

%c means <letter>

%s means <string>

Examples of error messages containing placeholders:

"Checking Web %1!d! of %2!d!" means "Checking Web <number> of <number>".

"INI file "%1!-.200s!" section" means "INI file "<string>" section".

English	**Translation**	**Comment**
repeat every {0} for a duration of {1}	gjenta hver(t) {0} i {1}	{0} = day/week/year in this example. Parentheses added because we need to cover for both the masculine and the neuter form. {1} = time duration in this example, eg. "5 timer", 3 uker".
In the {0} dialog, click {1}.	Klikk {1} i dialogboksen {0}.	Different word order in Norwegian Bokmål. The placeholders need to change places accordingly.

Placeholders are often surrounded by single or double quotes in the English source text. Quotes should be avoided in the Norwegian Bokmål software. If they are needed in order to clarify the string, use straight double quotes.

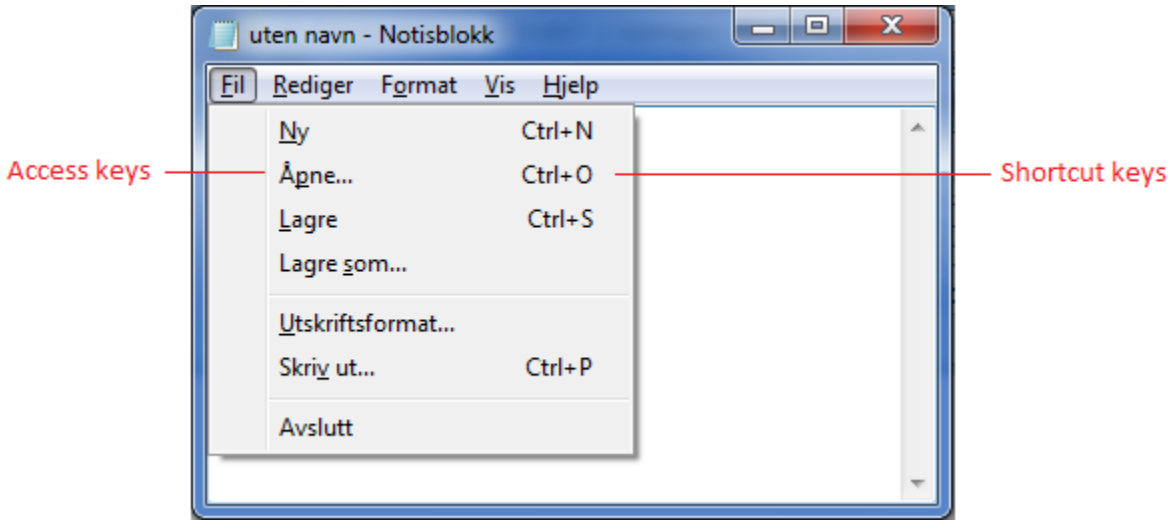
English	Use	Do not use
”%1” was successfully installed on your computer	(+) %1 ble installert på datamaskinen	(-) "%1" ble installert på datamaskinen

Keys

The *keyboard* is the primary input device used for text input in Microsoft Windows. For accessibility and efficiency, most actions can be performed using the keyboard as well. While working with Microsoft software, you use keys, key combinations and key sequences.

In English, References to key names, like arrow keys, function keys and numeric keys, appear in normal text (not in small caps). In Norwegian Bokmål, all keys are written in capital letters in help and documentation: INS, ESC, ENTER, HOME, etc.

Access Keys/Hot keys



Sometimes, there are underlined or highlighted letters in menu options, commands or dialog boxes. These letters refer to access keys (also known as hot keys) that allow you to run commands, perform tasks, etc. more quickly.

Whenever possible, choose a hotkey that makes the most sense in Norwegian Bokmål. Try using the same hotkey for a term occurring several places. Highly visible options like main menus and common commands typically use initial letter hotkeys.

Hot Key Special Options	Usage: Is It Allowed?	Notes
"Slim characters", such as i, l, t, f can be used as hot key	Yes	Only when no other characters are available
Characters with downstrokes, such as g, j, y, p and q can be used as hotkeys	Yes	Only when no other characters are available
Extended characters can be used as hotkeys	Yes	Only when no other characters are available
An additional letter, appearing between brackets after item name, can be used as hotkeys	No	
A number, appearing between brackets after item name, can be used as hotkey	No	
A punctuation sign, appearing between brackets after item name, can be used as hotkey	No	
Duplicate hotkeys are allowed when no other character is available	Yes	
No hotkey is assigned when no more characters are available (minor options only)	No	

Additional notes: n/a

Arrow Keys

The arrow keys move input focus among the controls within a group. Pressing the right arrow key moves input focus to the next control in tab order, whereas pressing the left arrow moves input focus to the previous control. Home, End, Up, and Down also have their expected behavior within a group. Users can't navigate out of a control group using arrow keys.

Numeric Keypad

It is recommended that you avoid distinguishing numeric keypad keys from the other keys, unless it is required by a given application. In case which keys to be pressed is not obvious, provide necessary explanations.

Shortcut Keys

Shortcut keys are keystrokes or combinations of keystrokes used to perform defined functions in a software application. Shortcut keys replace menu commands and they are sometimes given next to the command they represent. In opposition to the access keys, which can be used only when available on the screen, shortcut keys can be used even when they are not accessible on the screen.

Standard Shortcut Keys

US Command	**US English Shortcut Key**	**Norwegian Bokmål Command**	**Norwegian Bokmål Shortcut key**
General Windows Shortcut keys			
Help window	F1	Help window	F1
Context-sensitive Help	Shift+F1	Context-sensitive Help	Shift+F1
Display pop-up menu	Shift+F10	Display pop-up menu	Shift+F10
Cancel	Esc	Cancel	Esc
Activate\Deactivate menu bar mode	F10	Activate\Deactivate menu bar mode	F10
Switch to the next primary application	Alt+Tab	Switch to the next primary application	Alt+Tab
Display next window	Alt+Esc	Display next window	Alt+Esc
Display pop-up menu for the window	Alt+Spacebar	Display pop-up menu for the window	Alt+Spacebar

Display pop-up menu for the active child window	Alt+-	Display pop-up menu for the active child window	Alt+-
Display property sheet for current selection	Alt+Enter	Display property sheet for current selection	Alt+Enter
Close active application window	Alt+F4	Close active application window	Alt+F4
Switch to next window within (modeless-compliant) application	Alt+F6	Switch to next window within (modeless-compliant) application	Alt+F6
Capture active window image to the Clipboard	Alt+Prnt Scrn	Capture active window image to the Clipboard	Alt+Prnt Scrn
Capture desktop image to the Clipboard	Prnt Scrn	Capture desktop image to the Clipboard	Prnt Scrn
Access Start button in taskbar	Ctrl+Esc	Access Start button in taskbar	Ctrl+Esc
Display next child window	Ctrl+F6	Display next child window	Ctrl+F6
Display next tabbed pane	Ctrl+Tab	Display next tabbed pane	Ctrl+Tab
Launch Task Manager and system initialization	Ctrl+Shift+Esc	Launch Task Manager and system initialization	Ctrl+Shift+Esc
File Menu			
File New	Ctrl+N	Fil Ny	Ctrl+N
File Open	Ctrl+O	Fil Åpne	Ctrl+O
File Close	Ctrl+F4	Fil Lukk	Ctrl+F4
File Save	Ctrl+S	Fil Lagre	Ctrl+S
File Save as	F12	Fil Lagre som	F12
File Print Preview	Ctrl+F2	Fil Forhåndsvisning	Ctrl+F2
File Print	Ctrl+P	Fil Skriv ut	Ctrl+P
File Exit	Alt+F4	Fil Avslutt	Alt+F4

Edit Menu			
Edit Undo	Ctrl+Z	Rediger Angre	Ctrl+Z
Edit Repeat	Ctrl+Y	Rediger Gjenta	Ctrl+Y
Edit Cut	Ctrl+X	Rediger Klipp ut	Ctrl+X
Edit Copy	Ctrl+C	Rediger Kopier	Ctrl+C
Edit Paste	Ctrl+V	Rediger Lim inn	Ctrl+V
Edit Delete	Ctrl+Backspace	Rediger Slett	Ctrl+Backspace
Edit Select All	Ctrl+A	Rediger Merk alt	Ctrl+A
Edit Find	Ctrl+F	Rediger Søk	**Ctrl+B**
Edit Replace	Ctrl+H	Rediger Erstatt	Ctrl+H
Edit Go To	Ctrl+B	Rediger Gå til	**Ctrl+G**
Help Menu			
Help	F1	Hjelp	F1
Font Format			
Italic	Ctrl+I	Kursiv	**Ctrl+K**
Bold	Ctrl+G	Fet	**Ctrl+F**
Underlined\Word underline	Ctrl+U	Understreking	Ctrl+U
Large caps	Ctrl+Shift+A	Store bokstaver	Ctrl+Shift+A
Small caps	Ctrl+Shift+K	Kapitéler	Ctrl+Shift+K
Paragraph Format			
Centered	Ctrl+E	Midtstill	Ctrl+E
Left aligned	Ctrl+L	Juster tekst venstre	Ctrl+L
Right aligned	Ctrl+R	Juster tekst høyre	Ctrl+R
Justified	Ctrl+J	Blokkjuster	Ctrl+J

Document Translation Considerations

Document localization may require some specific considerations that are different from software localization. This section covers a few of these areas.

Titles

In English the titles for chapters usually begin with "How to …" or with phrases such as "Working with …" or "Using …". Norwegian Bokmål handles titles as explained in the examples below.

English	Translation	Comments
Add or change a caption for a clip	Legge til eller endre en bildetekst for et utklipp	When the English title can be interpreted as both the infinitive and the imperative, use the infinitive in titles. Note: In English and Norwegian Bokmål the imperative form is used within procedures. Identical sentences may therefore require different translations depending on context.
How to edit a document	Redigere dokumenter	Use the infinitive for "How to" and "To" phrases
Working with documents	Arbeide med dokumenter	-ing forms are translated using the infinitive
About Voice Recognition	Talegjenkjenning	Do not include a translation of "About"
Saving your file.	Lagre filen	Do not use a full stop or a colon after a title

Note: English often uses a title-looking phrase to introduce a procedure. If such a phrase is formatted as a title, follow the pattern above. If it is regular text without any particular formatting, translate the phrase starting with "Slik ..." and ending with a colon:

English	Translation	Comments
How to edit a document	Slik redigerer du dokumenter:	Introducing a procedure

Copyright

Copyright protection is granted to any original work of authorship fixed in any tangible medium of expression from which it can be perceived, reproduced, or communicated.

Follow the word order used in the source text. Do not switch places for company name and year. Years in copyright strings must not be changed without the product team’s approval. The term "Copyright" is not to be localised. This is a standard translation:

English	Translation
Copyright © 2007 Microsoft Corporation. All rights reserved.	Copyright © 2007 Microsoft Corporation. Med enerett.